

Useful Music Department Information for New Adjuncts and Faculty

Department Chair: Joel Pitchon, x3168, room 302, jpitchon@smith.edu

Office Personnel

Anna Goudreau x3152, x3150, room 102 agoudreau@smith.edu
Academic Assistant: academic support, budgets/payments/purchasing, building and equipment maintenance, records management, etc.

Jaz Tupelo Dand x3167, room 101 kdanad@smith.edu
Scheduler, Events Coordinator: Sage Hall scheduling, posters, programs, equipment/instrument management/coordination/moving, Concert Crew manager, etc.

Building and Music Department Office Hours

Sage Hall

Regular Hours: Monday-Friday 8:30am–8:00 pm; Saturday Sunday 10:00am-6:00pm

Break and Interterm Hours: vary

Summer Hours: Monday-Friday 8:00am-4:00pm; closed Saturday Sunday

Please note that your OneCard gives you 24-hour access to the building.

Music Department Office

Regular Hours: Monday-Friday 8:30am-4:30pm; closed Saturday Sunday

Break and Interterm Hours: vary

Summer Hours: Monday-Friday 8:00am-4:00pm; closed Saturday Sunday

Music Department Web Site

The Music Department website, www.smith.edu/music, offers information about the department including the Sage Hall schedule. Please note (and bookmark) the section **Forms and Resources**; there are many useful guides and forms there.

Mailboxes

Faculty, adjunct faculty, staff, etc. have mailboxes in the Green Room. Teachers should check their boxes regularly for U.S. mail, campus mail, and information from the Music Office.

Mail

The College discourages people from using the Smith mail system for personal mail, even mail with postage on it.

If you are mailing something pertaining to Smith business and on which the mail room will need to put postage, you need to fill out a postage form in duplicate with the appropriate account numbers and attach both copies to your item(s). *If all you are mailing is one or two letter-sized envelopes, you do not need to fill out the form.*

The form is online at: Smith Home Page: Offices: Mail Services: Forms or <http://smith.edu/mailexpress/docs/USPS%20Postage%20Order%20Form%207-2-13.pdf> . Please remember to fill it out in duplicate. Forms are also available in the Music Office in the rack near the water cooler or on the mail table in the Green Room.

Copying, Scanning, Faxing, Printing

The Music Dept. has a Multifunction Device (MFD) in the copy machine room. Faculty, Adjuncts, and Staff are authorized to use the machine's services for Smith College purposes. To operate it, tap your Smith ID card to the pad on the right side or choose 'alternate login' from the screen and enter either your 99# (and then a second 'okay') or your Smith network user name and password.

The MFD can scan, send and receive faxes, and print out jobs that are sent electronically to it through the network. It can print in color but since that is much more expensive than using black and white please restrict your color printing to when it's necessary.

Students cannot use the MFD unless special arrangements have been made for them.

Custodians

There is a regular building custodian on duty in Sage Hall Monday through Friday, 3:30-11:00 pm. The custodian deals with cleaning and tasks such as stocking chalk and toilet paper, and replacing light bulbs.

All other custodial needs are handled by the Events custodial crew. This includes moving equipment and instruments for any purpose.

To get custodial assistance of any kind, please submit a work order online via the Teamworks software found at <https://smith.teamworkslive.com/loginpage.aspx?returnurl=home.aspx>, using your regular Novell username and password. Anna and Jaz can help you with this.

Requesting Payment/ Reimbursement

Any spending of Music Department monies requires the approval of the department chairperson.

To request payment of stipends or honoraria, a purple Appearance and Reimbursement Authorization form, available in the office, must be filled out and submitted to the department chair for approval well in advance of the event concerned.

If the person you wish to pay is not a US citizen, you must let Anna know as soon as possible – prior to your visitor entering the US - and contact Caitlin Szymkowicz for information on what kind of visa and paperwork are needed.

If you are a Smith employee and need to request a reimbursement, fill out a reimbursement form (found in the office or on the Controller's Office website) and submit it with original receipts to Anna Goudreau. If the size of the receipt is not 8.5" x 11", it should be taped onto a piece of paper that size before submitting. Non-Smith-employees must use an accounts payable form, include a **copy** of their receipts, and claim the 'reimbursement' as income, and then write it off on their taxes.

Smith College must have a W9 form on file in order to pay any non-employee persons, companies, or organizations. If you are requesting a payment for one of these people or vendors, and they do not already have a W9 on file please have them fill out and submit a W9 form to the Music Office. W9 forms can be found in the Music Office and on the Smith College Controller's Office web site.

Adjunct teachers with questions regarding their pay checks should contact Linda Jacque in Payroll, x4401, ljacque@smith.edu.

New Employees

Within three days of starting work at Smith College, employees must fill out paperwork at the Human Resources department on Belmont Avenue. Specific forms of ID are required when submitting the I9 form; please check www.uscis.gov/files/form/i-9.pdf for details of types of identification to bring with you.

OneCard

Faculty and adjunct faculty members are entitled to a Smith photo ID, known as a "OneCard." This ID enables one to use the athletic facilities and borrow items from the libraries. One Cards are available Tuesday through Friday, 1:30-3:30pm, from the One Card office in Stoddard Hall, room 24C on the second floor, or by appointment (x3082). You may need to bring your appointment letter. The OneCard website is:
http://www.smith.edu/its/facilities/onecard_office.htm.

Workday Account and Smith Mail

Faculty and adjuncts need to have Smith network/email and Workday accounts. You may check the Smith ITS web site (https://www.smith.edu/its/tara/accounts_passwords.html) or call ITS at 585-4487 for instructions on setting these up.

You will use Workday to check your electronic paycheck, etc. You can access Workday through the Smith Portal. The link to the Portal is found by going to the Smith home page, www.smith.edu, clicking on “News and Events” in the center of the page, and clicking on “Smith Portal” in the upper right hand corner. Sign in with your regular Smith user name and password.

Parking

Faculty and adjuncts may purchase a parking permit for \$50/year; however, the Campus Police office will give adjuncts a free parking pass for the duration of a semester. Proof of eligibility may be required, either a Smith College ID or letter of appointment, before the pass will be issued. The Campus Police office is on West Street in the Facilities Management building.

A parking permit allows parking in the white-lined spaces in all Smith lots and in the parking garage on West Street, a short walk from Sage Hall.

Parking without a permit is allowed in permitted spaces on weekends and after 5:00 pm on weekdays.

There are metered parking spaces along Green Street.